



## SAMPLE EMPLOYMENT POLICY

We recognize that human resources development and welfare is of utmost importance for success and all employees (including foreign labour) are considered as part of the *Company name* family.

Our employment policy is to ensure:

- Selection is strictly on merit without any consideration for creed, gender, religion, race, colour, provincial or national origin, disability, sexual orientation, political opinion and other similar factors.
- As far as possible, recruitment of foreign labour is initiated via direct recruitment.
- In the event reliance is on a recruitment agency, the company bears the responsibility to ensure the agency is a legitimate entity that upholds recruitment values and practices similar to that of the company.
- A child or young person as defined under Children & Young Persons (Employment) Act 1966 is not allowed to be employed unless otherwise permitted by law.
- Working hours and other service conditions are designed for better health, environment and social conditions of employees, and are in accordance with the prevailing applicable laws of the country.
- Human resources development through further education and training is encouraged.
- Workers are free to terminate their employment at any time, subject to termination notice requirements as set out in their employment contract.
- Any kind of deposit or fees will not be taken for employment.

Strength of workforce:

- Work-force recruited shall be within the permissible limit as specified in the Entity Licence.

Age and eligibility:

- The age of the employee shall be verified from:
  - (a) Birth Certificate of Municipality or Government body OR
  - (b) Identity card/Passport showing a clear photograph of the person
- The examination to ensure physical fitness will be arranged at the time of employment and paid for by the company.

Signature of person responsible within the company:

***(Head of the Organisation)***  
***Date DD/MM/YYYY***

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